Continuous Instructional Improvement Technology System

CIITS: School & District Reports

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Improved Schools & Districts

Agenda

1. *School & District Data Overview*
2. *Report Bank*
3. *Pre-Formatted Reports*
4. *Custom Reports*
5. *Analysis Spreadsheets*
6. *Student Performance*
7. *Publishing Reports to School & District Banks*
8. *Publishing Reports to Student Performance*

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School & District Data

1. **Access** depends on your roles and permissions within CIITS

2. **Leadership** & **Specialist** can view **Student & Aggregate Level** Data

3. **Analyst** can view **Aggregate Level** Data

4. **Teachers** can view **Student & Aggregate Level** Data

5. **All Roles** have access to School and District Level **Aggregate** Data

6. **District level -** access to **all Student** Level Data within **all schools**

7. **School level -** access to **Student** Level Data within **schools assigned**

8. **Teachers** - access to **Student** Level Data for **their students**

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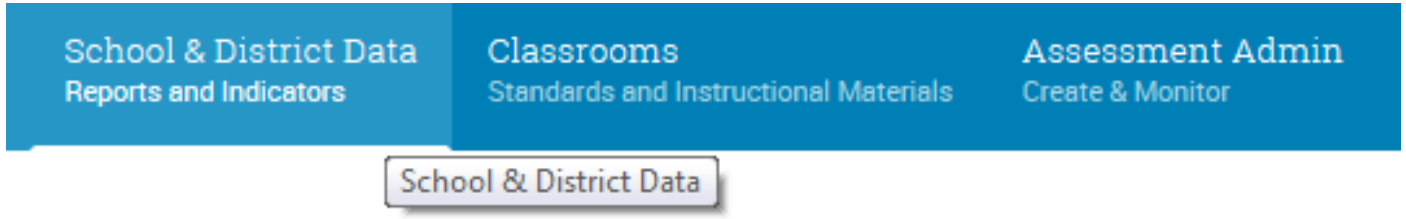
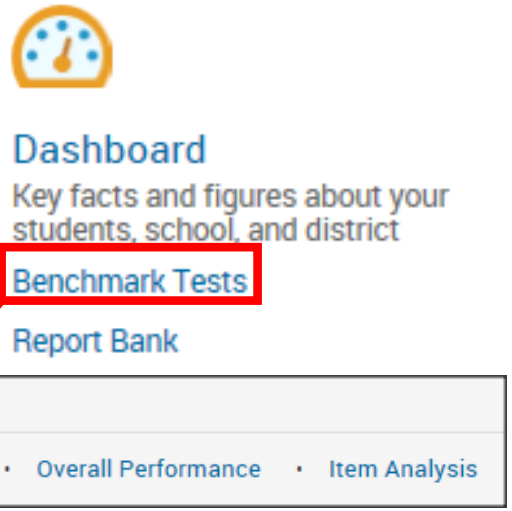
School & District Reports

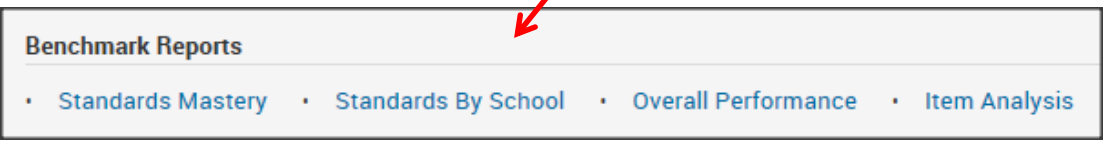
Users with **Leadership**, **Specialist, Analyst & Teacher** roles have access to **School & District Data** in CIITS
Scroll over the School & District Data tab to see the different report options available

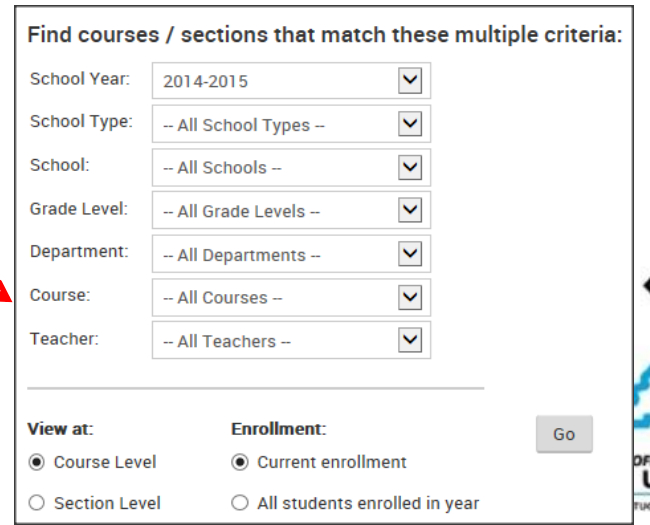


***Benchmark Tests* – allow the user to run reports for school and district interim assessments that were created, assigned and taken in CIITS**



***Saved Reports* – reports a user has created and saved**





[QRC: School & District Data Module Overview]

***Course/Section Lists* – allow the user to run reports for students enrolled in specific courses and/or sections (by teacher)**

**Teachers will see a list of their courses to choose from*

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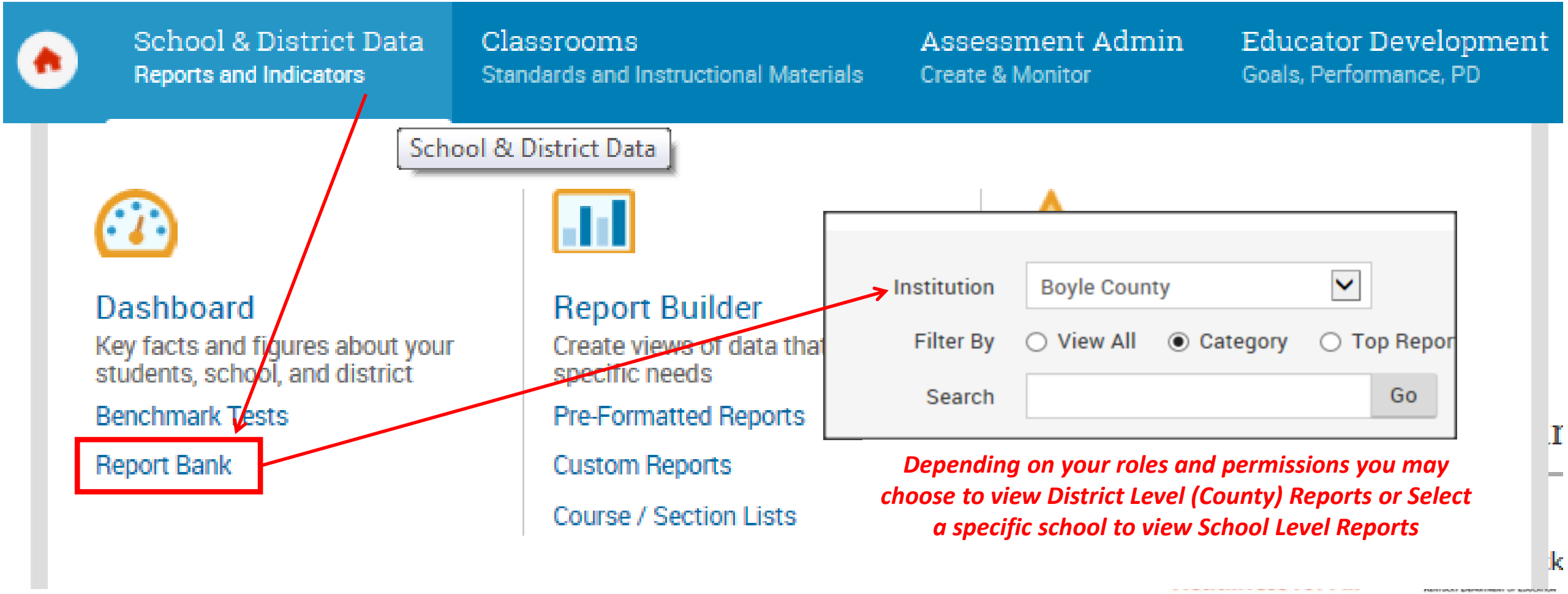
Report Bank

Access the Report Bank → Roll cursor over **School & District Data** click on **Report Bank**



Depending on your roles and permissions you may choose to view District Level (County) Reports or Select a specific school to view School Level Reports

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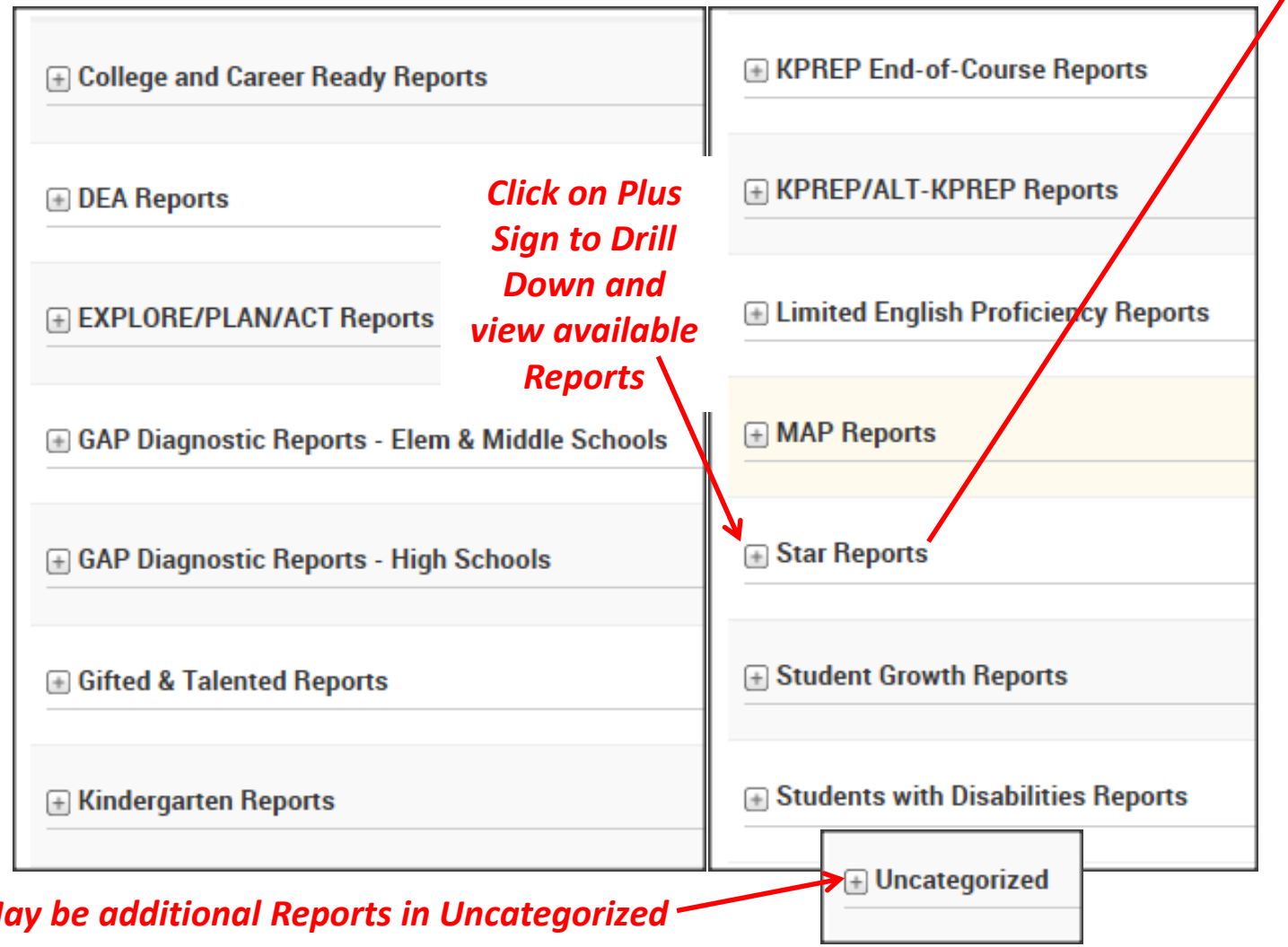
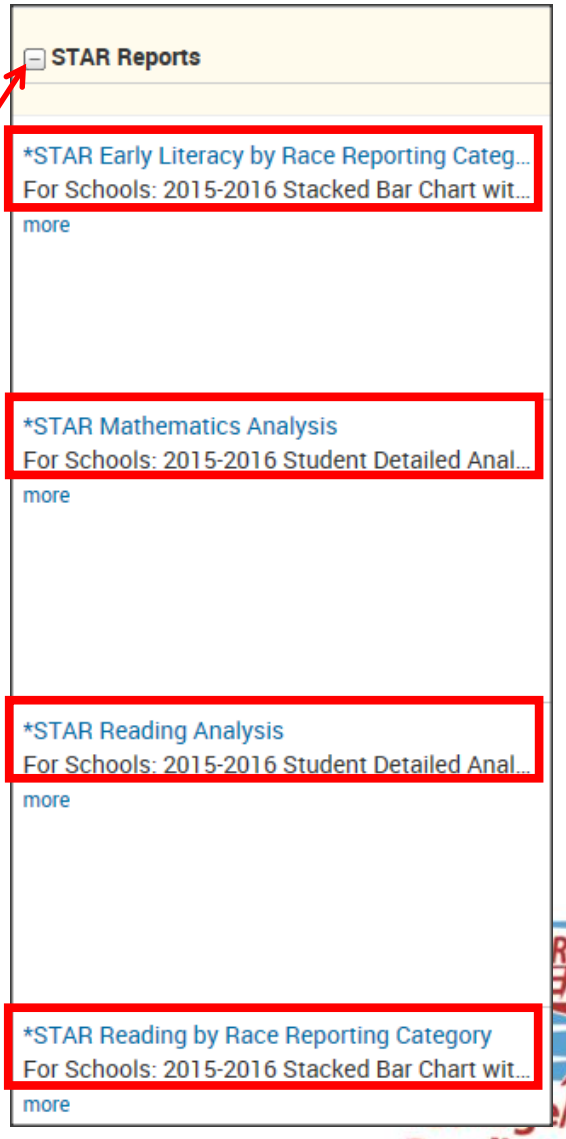
Report Bank

Report Bank → Available Categories



Click on Plus Sign to Drill Down and view available Reports

May be additional Reports in Uncategorized



Example:

Updated 2015-2016 STAR Reports with the NEW STAR Reading Analysis Report per district request

** Most updated reports on top*

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Report Bank Samples

[Resource: Report Bank Samples]

Report Bank Samples → *STAR Reading Analysis

Student Name	School	Grade	August Raw Score	August Scaled Score	September Raw Score	September Scaled Score	October Raw Score	October Scaled Score	November Raw Score	November Scaled Score	December Raw Score	December Scaled Score	January Raw Score	January Scaled Score	February Raw Score	February Scaled Score
[redacted]		08					1.1948	494	0.7819	452	3.4723	902	1.4144	520		
		03			1.3970	518					2.5439	688				

For questions and concerns regarding these reports please contact kdeciitsmailbox@education.ky.gov

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Report Bank

QUESTIONS ?

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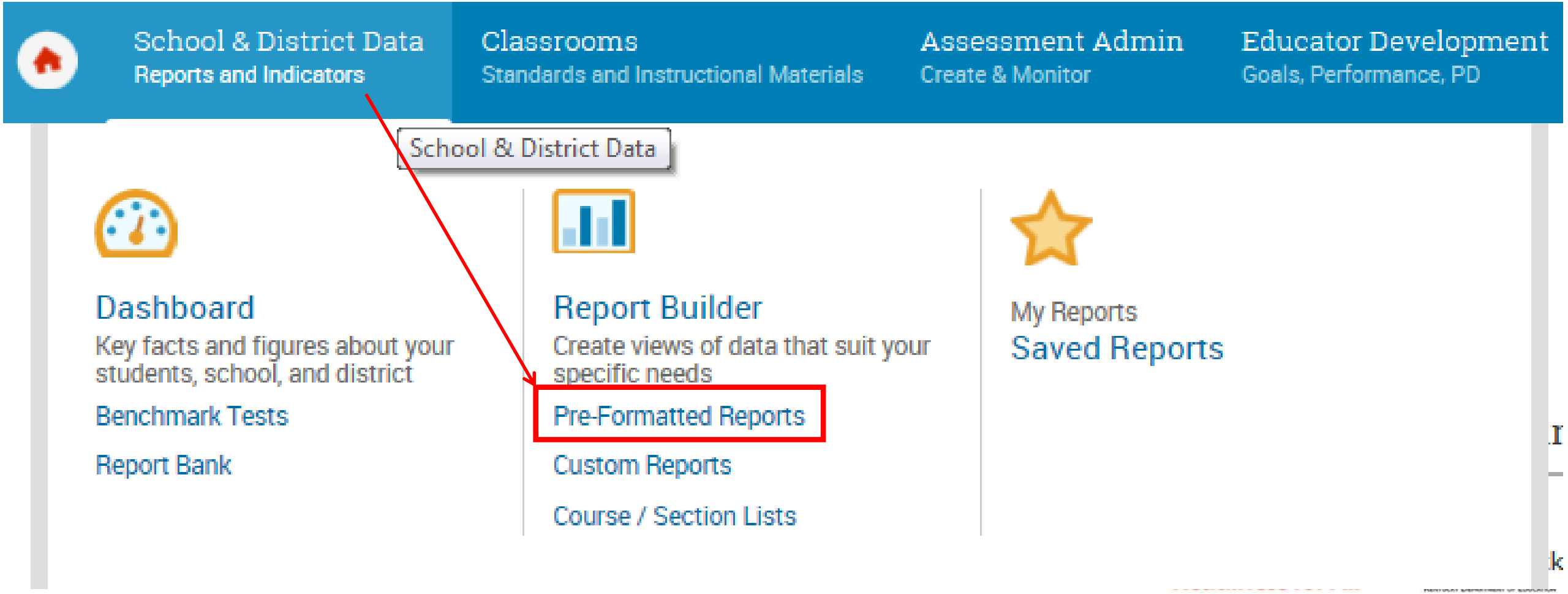
Pre-Formatted Reports

Access Pre-formatted Reports → Roll cursor over **School & District Data** click on **Pre-Formatted Reports**



Pre-Formatted Reports

Pre-Formatted Reports Available

Improved

Standardized Assessment Reports

- Standardized Assessment Performance
  This report analyzes student performance on standardized tests.

Benchmark Test Reports

- Benchmark Performance by Standard
  This report analyzes student performance on district benchmark assessments by standard.
- Benchmark Performance by Subject
  This report analyzes student performance on district benchmark assessments by subject.
- Benchmark Test Item Analysis - New Format
  This report analyzes how students answered each question of a benchmark test. The report supports gridable-type test questions.
- Benchmark Test - Score Group Analysis
  This report analyzes how students performed on one benchmark test. Results are grouped by score group for a teacher within a specific school

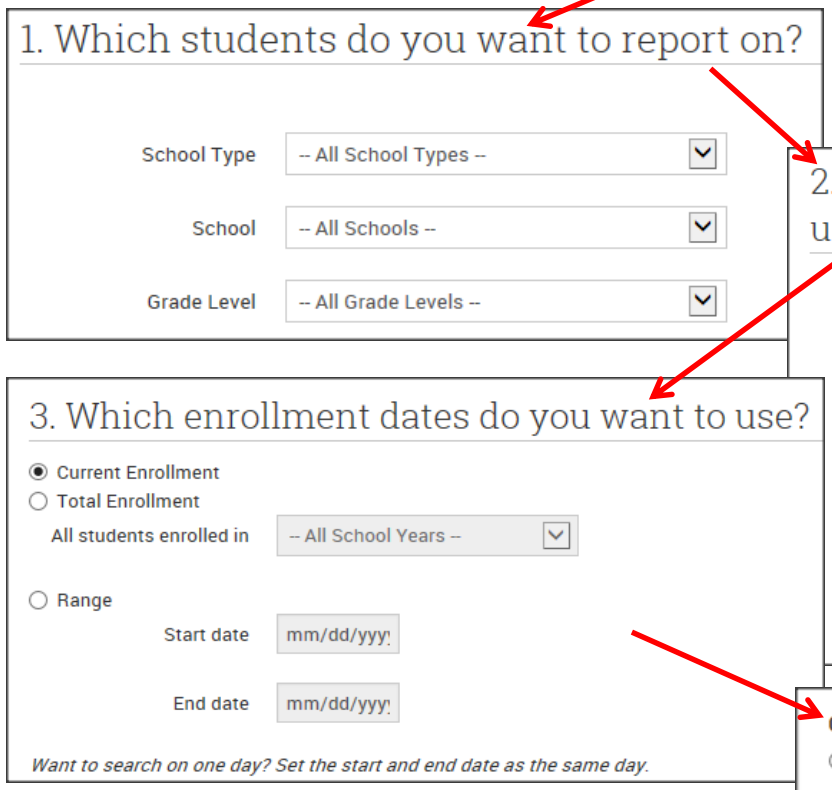
Demographic Reports

- Demographic Overview
  This report provides a summary analysis of student demographic data according to gender, ethnicity, and grade.
- Disciplinary Infractions
  This report analyzes student discipline by infraction data.

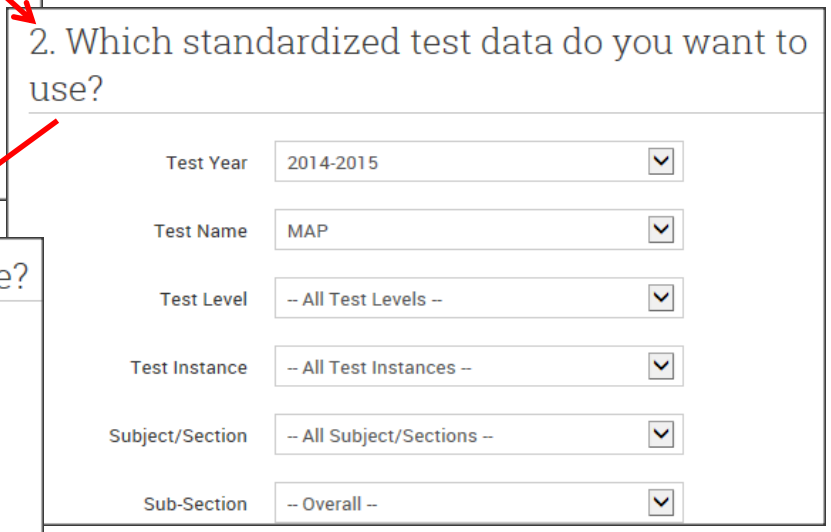
Interventions Reports

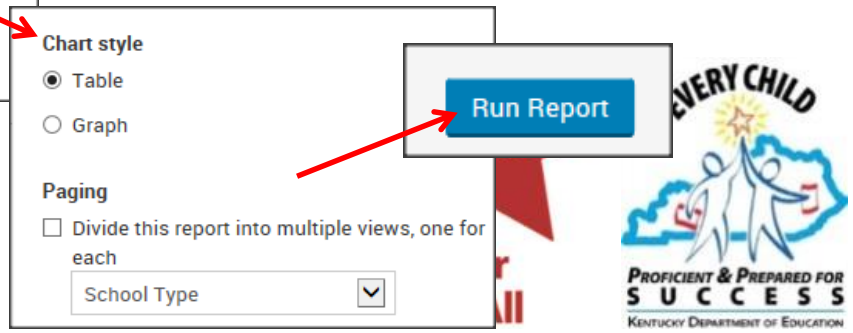
- Students by Intervention
  This report analyzes student enrollment in interventions. Active and Closed intervention plans are counted.

Click on name of report → Choose Report Parameters



"Test Year" will determine which "Test Name" options are available (depending if data has been loaded to CIITS)





Current Enrollment (students enrolled at the point in time when you run the report)

Total Enrollment for a year (all students enrolled during that school year)

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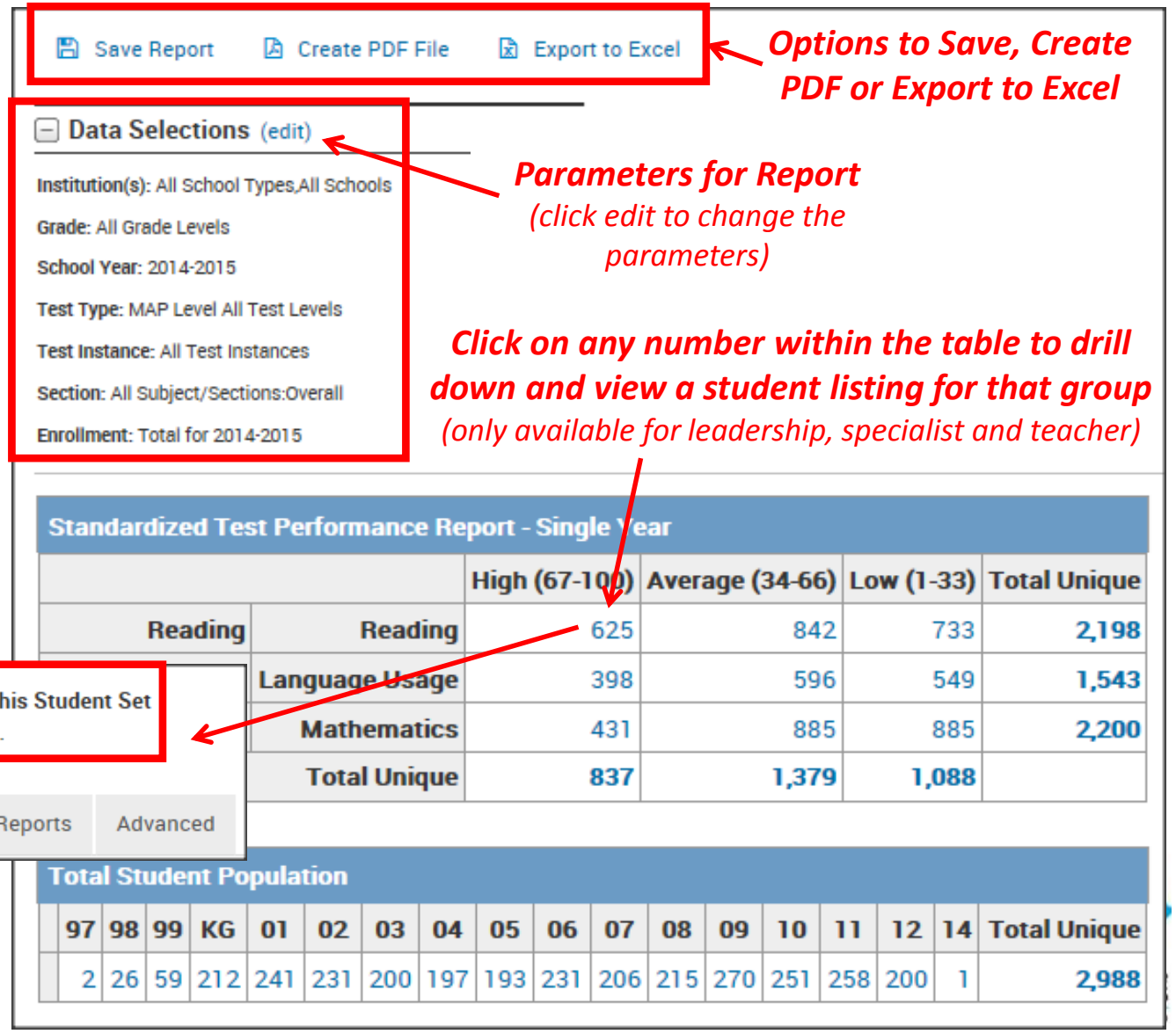
Pre-Formatted Reports

Pre-formatted Report for MAP:
Aggregated 2014-2015 MAP Data for an entire District

Recommended Reports → Student Growth Reports
My Reports → Any Reports You Have Created & Saved
Advanced → Create Your Own Report From Scratch

[QRC: Creating Pre-Formatted Reports]



Standardized Test Performance Report - Single Year

		High (67-100)	Average (34-66)	Low (1-33)	Total Unique
Reading	Reading	625	842	733	2,198
	Language Usage	398	596	549	1,543
	Mathematics	431	885	885	2,200
	Total Unique	837	1,379	1,088	

Total Student Population

97	98	99	KG	01	02	03	04	05	06	07	08	09	10	11	12	14	Total Unique
2	26	59	212	241	231	200	197	193	231	206	215	270	251	258	200	1	2,988

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Pre-Formatted Reports

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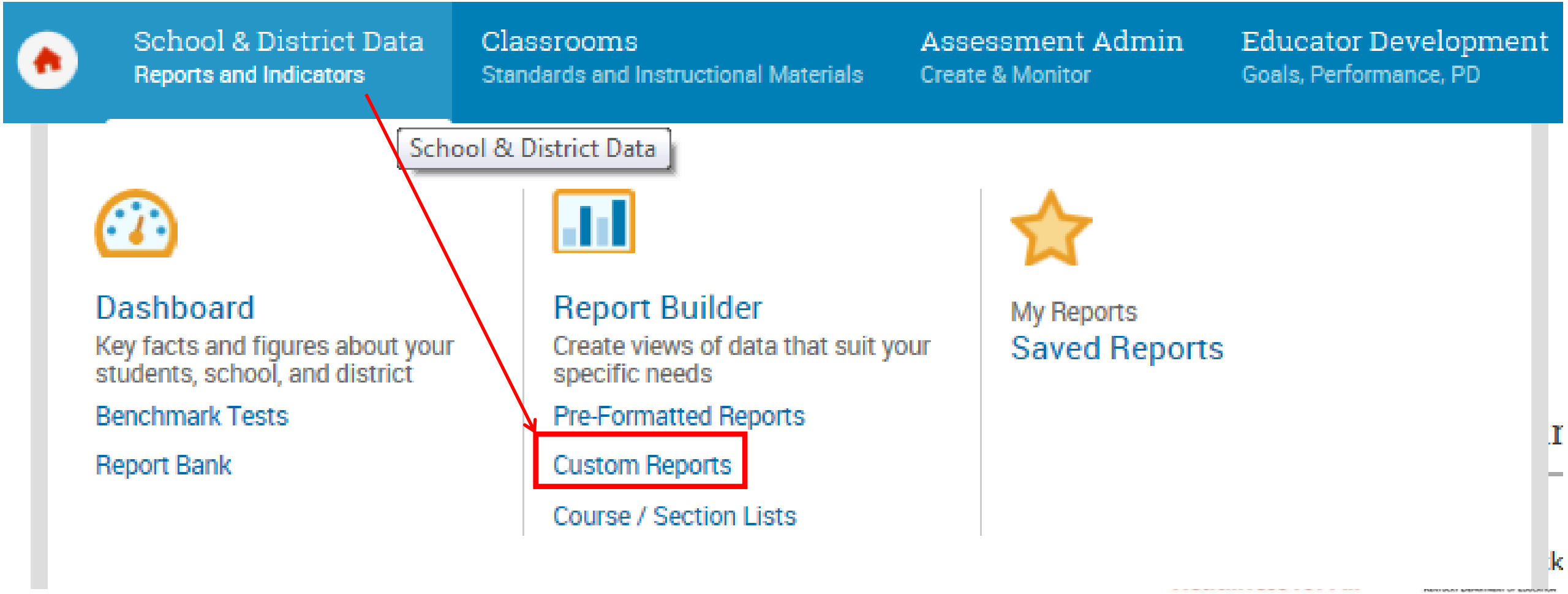
Custom Reports

Access Custom Reports → Roll cursor over **School & District Data** click on **Custom Reports**



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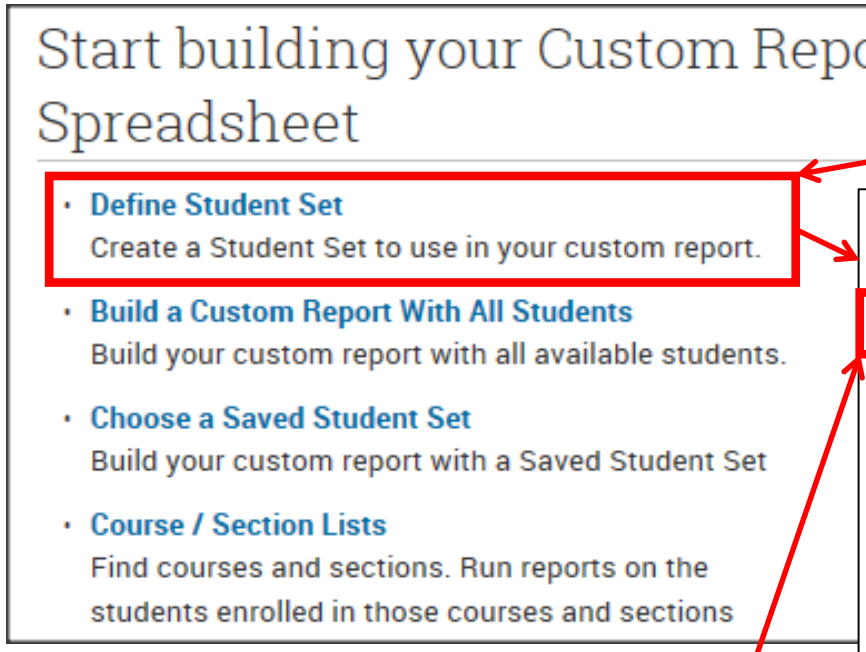
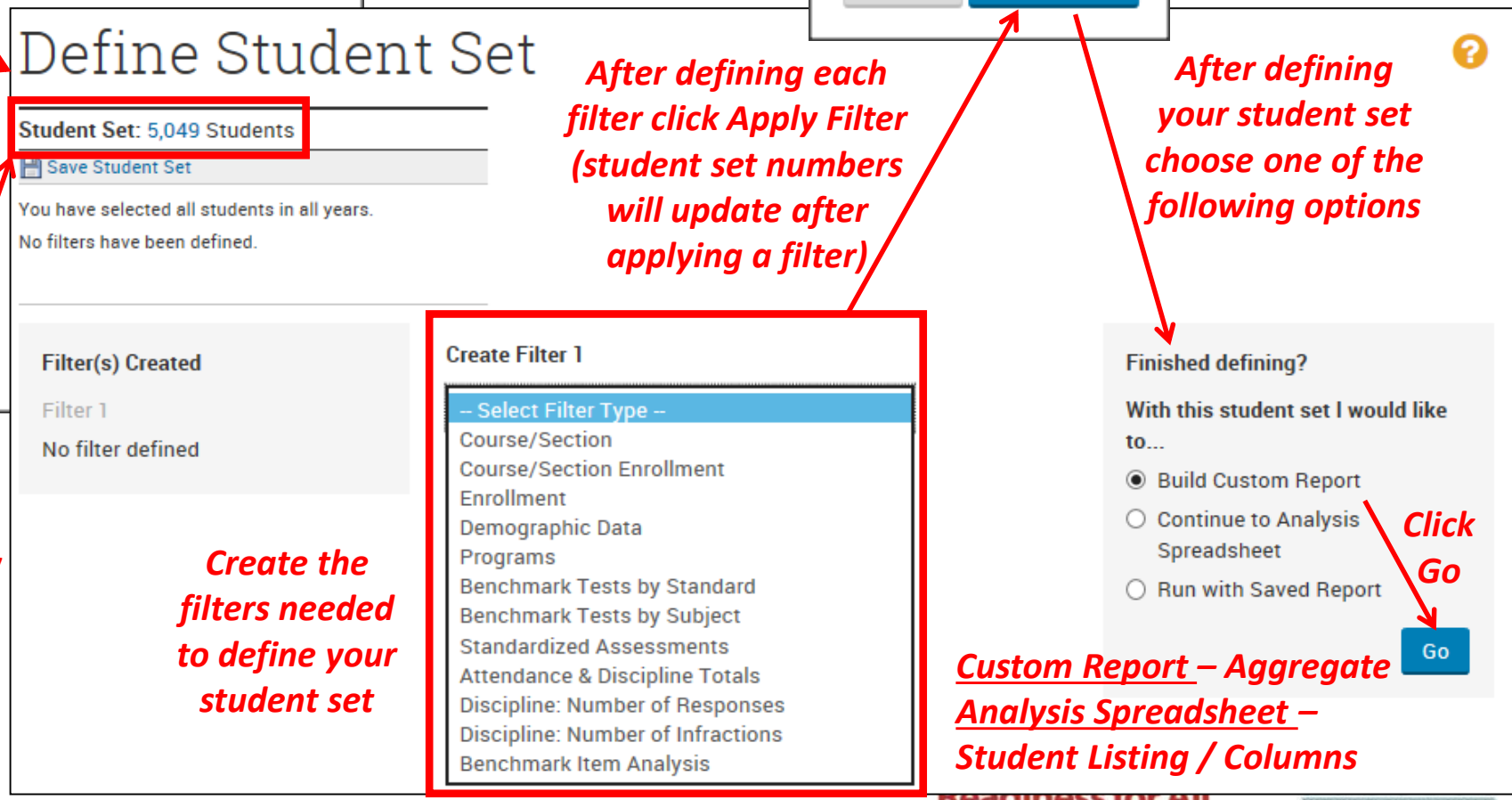
Custom Reports

Custom Reports *or* ***Analysis Spreadsheets*** *start with a* **Student Set**



****Student Set – is NOT the Data you want on the report, but the set of students you want to be used for the data***



Watch this number to determine how many students are in your current set

Create the filters needed to define your student set

After defining each filter click Apply Filter (student set numbers will update after applying a filter)

After defining your student set choose one of the following options

Click Go

Custom Report – Aggregate
Analysis Spreadsheet – Student Listing / Columns

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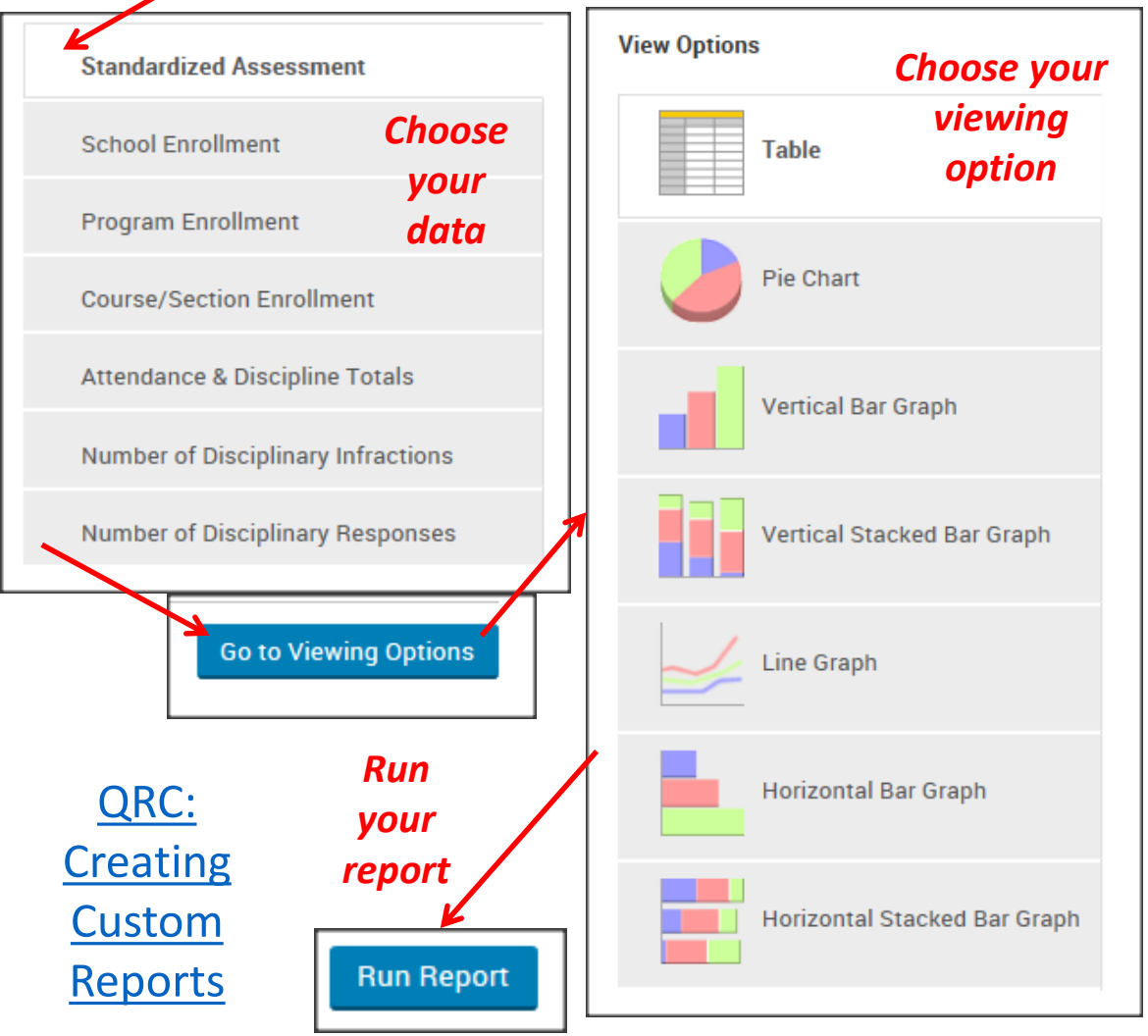
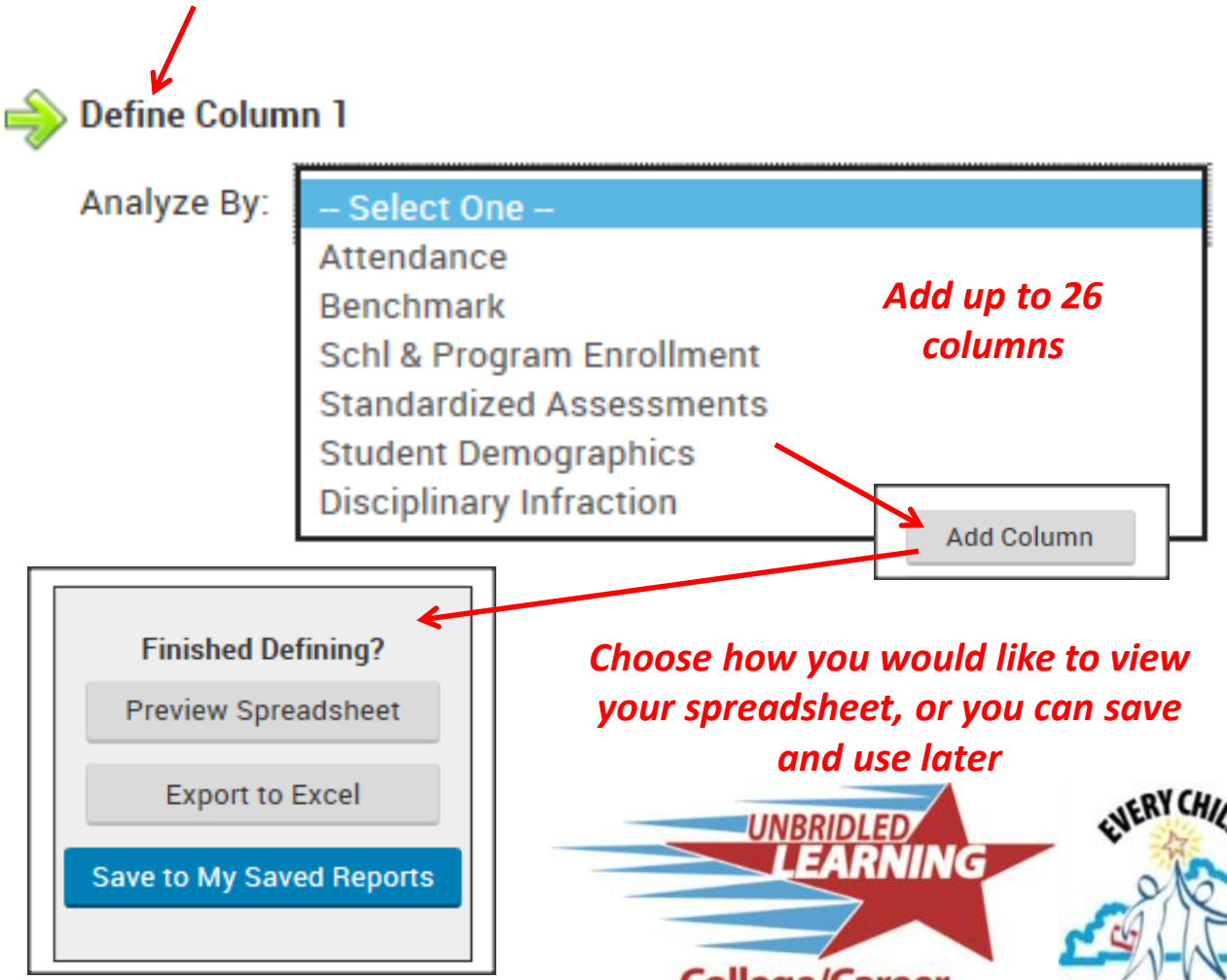
Custom Reports

Custom Reports (Aggregate)



[QRC: Creating Custom Reports]

Analysis Spreadsheet (Student Listing / Columns)



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Why Analysis Spreadsheets in CIITS?

- Student data in one location
- Easier to create CIITS Analysis Spreadsheets than IC Ad Hoc Reports
- Easily publish to Leadership, Analysts, & Teachers
- Contextualized by school and teacher
- Export into Excel for further data manipulation

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Building an Analysis Spreadsheet

CIITS Analysis Spreadsheet Planning

- Plan out the report columns beforehand
- Who do you want in your analysis spreadsheet? (*student set*)
- What data do you want and how do you want it displayed?

	6th Grade Math	
1	SSID	
2	School	
3	Grade	
4	KPREP	Math Performance Category
5	KPREP	Math Scale Score
6	KPREP	Math Growth Percentile
7	MAP	Previous Spring Math RIT
8	MAP	Previous Spring Math Percentile
9	MAP	Fall Math RIT
10	MAP	Fall Math Percentile
11	MAP	Winter Math RIT
12	MAP	Winter Math Percentile
13	MAP	Spring Math RIT
14	MAP	Spring Math Percentile

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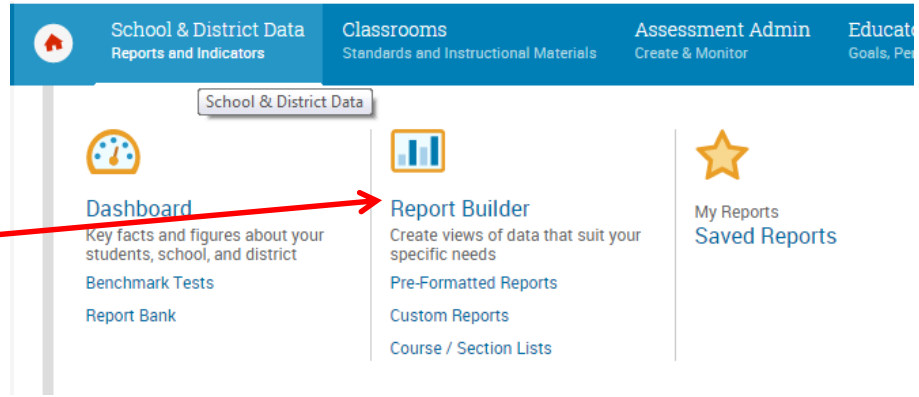
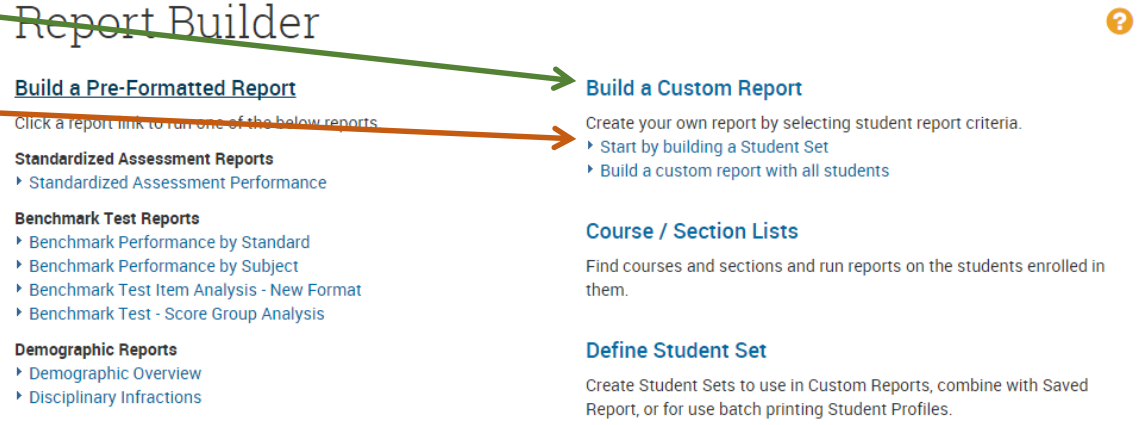
Building the Spreadsheet

- School & District Data
- Report Builder
- Build a Custom Report
- **Build a Student Set**

Build a Student Set – allow the user to create a filtered list of students (grade level, race, gender, etc.)





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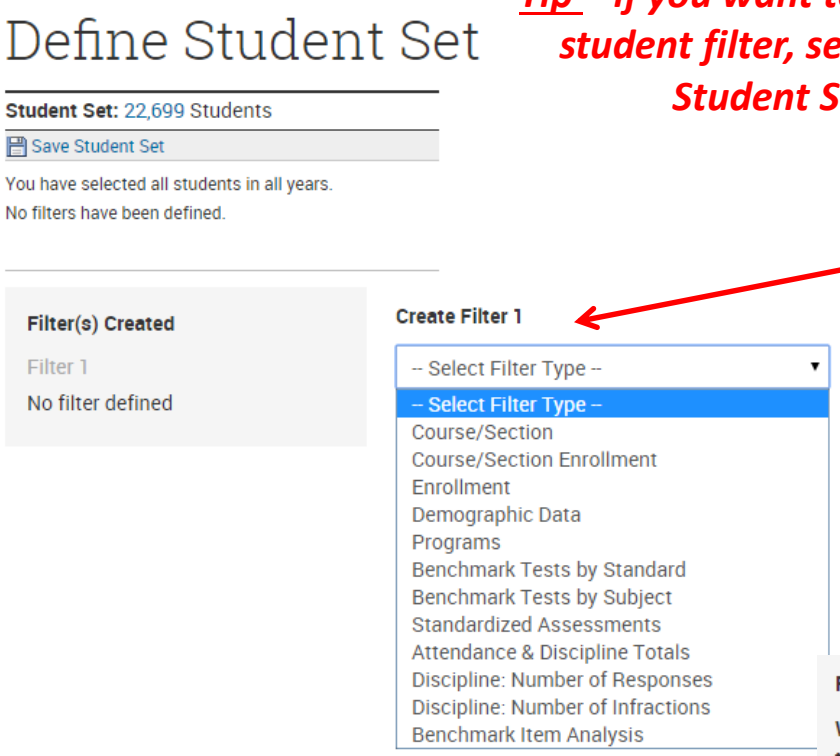
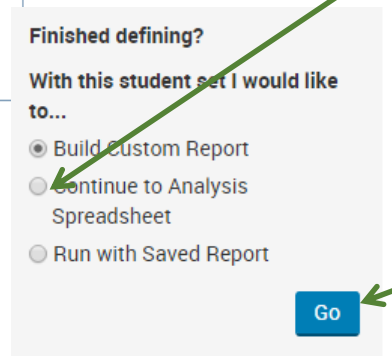
Define Student Set

Tip – if you want to save your student filter, select Save Student Set.





- Select your Filter
  - Course/Section Enrollment
    - School Type, School, Grade
  - Demographic Data
    - Gender, Race, etc.
- After designing the filters, select Continue to Analysis Spreadsheet, then Go.

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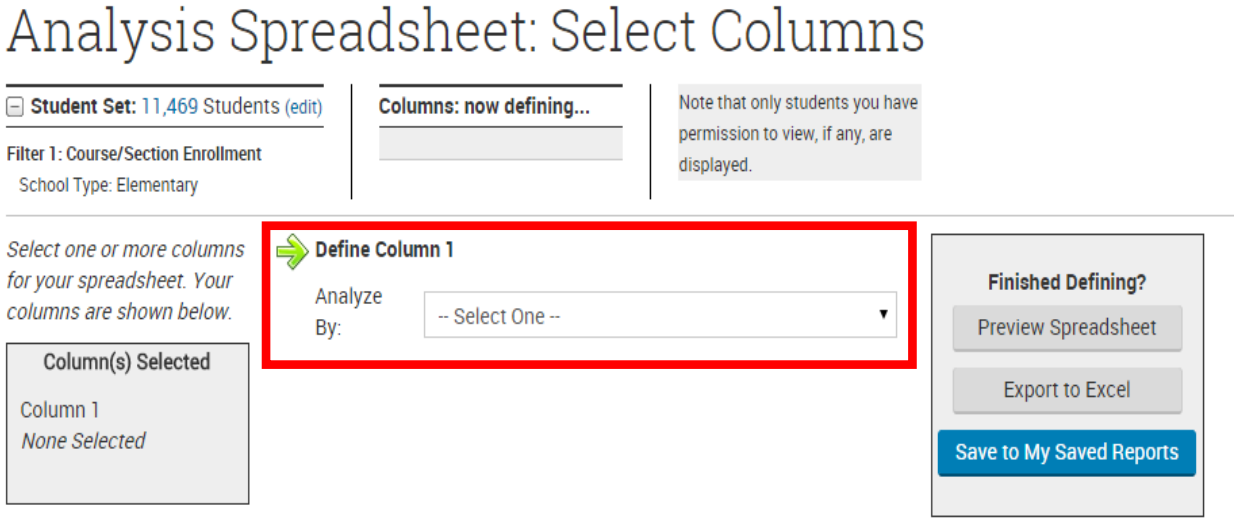
Build the Spreadsheet

- Using your planning document to begin building your columns.
  - School Years – most recent or specify the school year
  - Columns can NOT be renumbered or moved. Plan ahead carefully.
    - If you want column renumbering please use the CIITS Suggestion Box
- As you build your Spreadsheet use Preview Spreadsheet to check data



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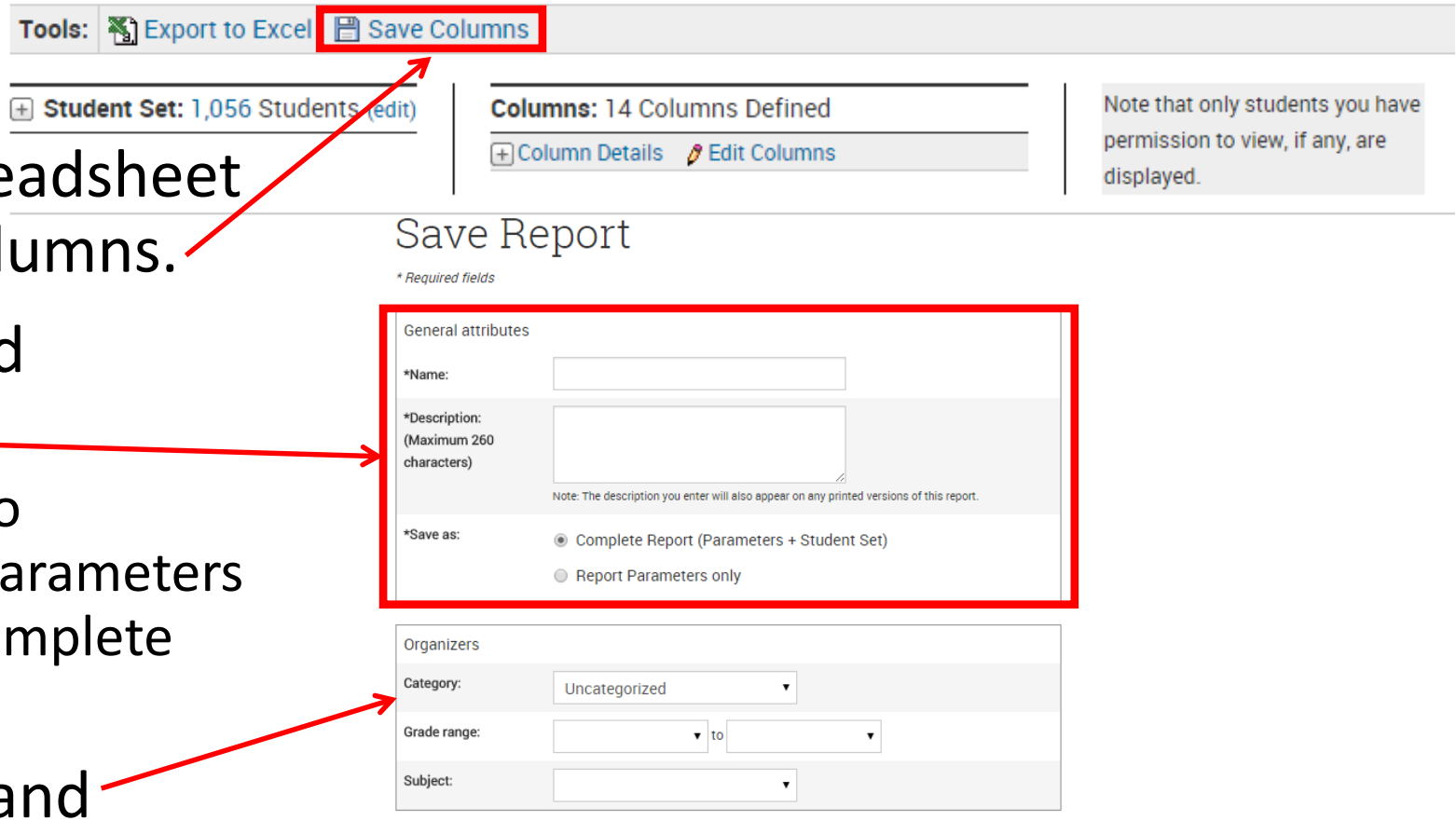
Save Columns

- To Save the Analysis Spreadsheet Columns, select Save Columns.
- Enter a Report Name and Description.
  - If this will be published to teachers, select Report Parameters only, otherwise select Complete Report.
- Category, Grade Range, and Subject are optional.



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Export to Excel

- Analysis Spreadsheet data is limited to 50 students at a time. To view all students, Export the spreadsheet to Excel.
  - Data is more easily manipulated in Excel.

CIITS

Student Name	Student ID	2014-2015: Enrollment School	2014-2015: Grade Level	K-PREP: Level Any; Date : Any; Section: On-Demand Writing; Year: Most Recent; Value: Performance Level;	EXPLORE: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Score;	EXPLORE: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale Score;	PLAN: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Score;	PLAN: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: National Norm;	PLAN: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale Score;	PLAN: Level Any; Date : Any; Section: English; Year: Most Recent; Value: National Norm;	MAP: Level Any; Date : 2/15/2014; Section: Reading; Year: 2013-2014; Value: RIT;	MAP: Level Any; Date : 2/15/2014; Section: Reading; Year: 2013-2014; Value: Percentile;	MAP: Level Any; Date : 4/15/2014; Section: Reading; Year: 2013-2014; Value: RIT;
ASHCRAFT, MARK	887293335	Lafayette High School	09	Proficient	17	19					250	97	246
ASHER, LISA	887637730	Lafayette High School	09	Proficient	21	23					246	94	252
ASHLEY, KARLA	887352517	Lafayette High School	12	Apprentice	17	17					235	80	240

Excel

	A	B	C	D	E	F	G
1	Student Name	Student ID	2014-2015: Enrollment School	2014-2015: Grade Level	K-PREP: Level Any; Date : Any; Section: On-Demand Writing; Year: Most Recent; Value: Performance Level;	EXPLORE: Level Any; Date : Any; Section: Reading; Year: Most Recent; Value: Scale Score;	EXPLORE: Level Any; Date : Any; Section: English; Year: Most Recent; Value: Scale Score;
2	Ashcraft,	897293335	Lafayette High School	9	Proficient	17	19
3	Asher, Lisa	887637730	Lafayette High School	9	Proficient	21	23
4	Ashley, Karla	887352517	Lafayette High School	12	Apprentice	17	17

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Accessing Published Analysis Spreadsheets

CIITS Analysis Spreadsheets: Locating, Running, & Exporting

For Administrators, Specialists, & Teachers

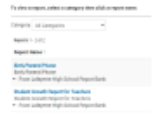
Hover over Classrooms on the blue bar.

Select Student Performance.

Using the Section Chooser drop-down menu, select the course you want data reported.

Select the Student Analysis tab.

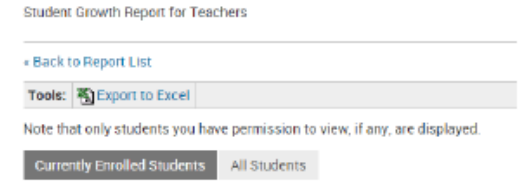
Select the name of the report you want to view.



Select:

Export to Excel – to download the report to Excel

All Students – to view the report for all students who have been enrolled in the course during the term. The report default of Currently Enrolled Students displays only students currently enrolled in the course.



Created by Ed Bonhaus for The Kenton County School District
February, 2015

Student Performance

CIITS Analysis Spreadsheets: Locating, Running, & Exporting

For School & District Leadership, Specialist, & Teachers

Hover over School & District Data on the blue bar.

Select Report Bank.

Scroll down to the report categories and select the + next to the category you want to open. MOST district reports will be located in Uncategorized.

Locate the report you want to view.

Select

Run Report – to run the report in CIITS. You can then Export to Excel on the next screen.

Add to My Saved Reports – to save the report in your saved reports area.

Download Excel Report – to immediately send the report to Excel.

If you select Run Report, you can select Export to Excel after previewing the report.

TIP: The larger the export, the longer the Export process will take.

If you select Add to My Saved Reports, you will be able to access the reports in School & District Data, Saved Reports.

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February, 2015

School & District Data

These directions are available on the KySTE app.

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Custom Reports

QUESTIONS ?

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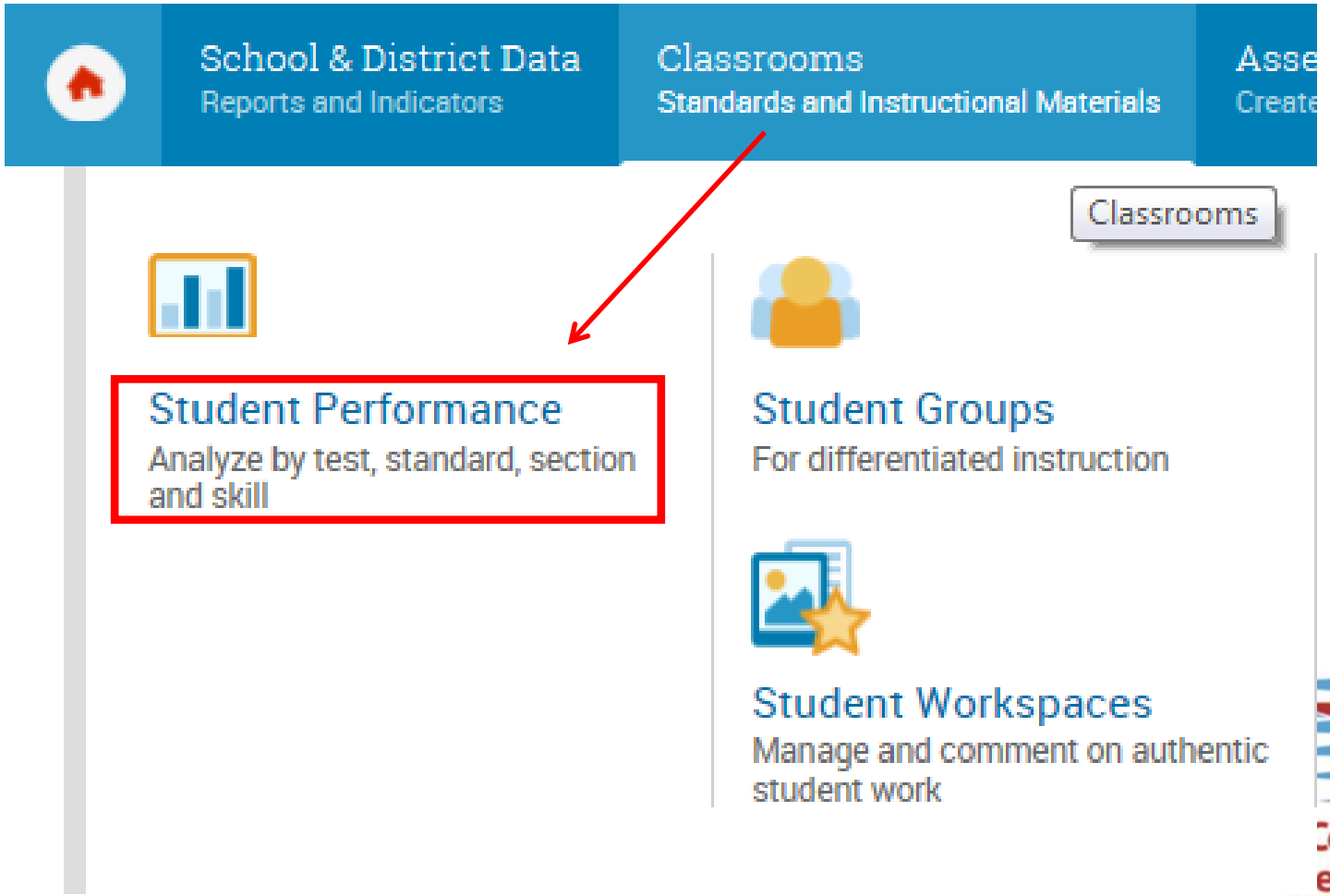
Student Performance

Leadership, **Specialist & Teacher** roles have access to **Student Performance** in CIITS

Scroll over the **Classrooms** tab and click on **Student Performance**



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Student Performance

*Choose the **Section** to view student performance*
(order will vary based on your roles and permissions)

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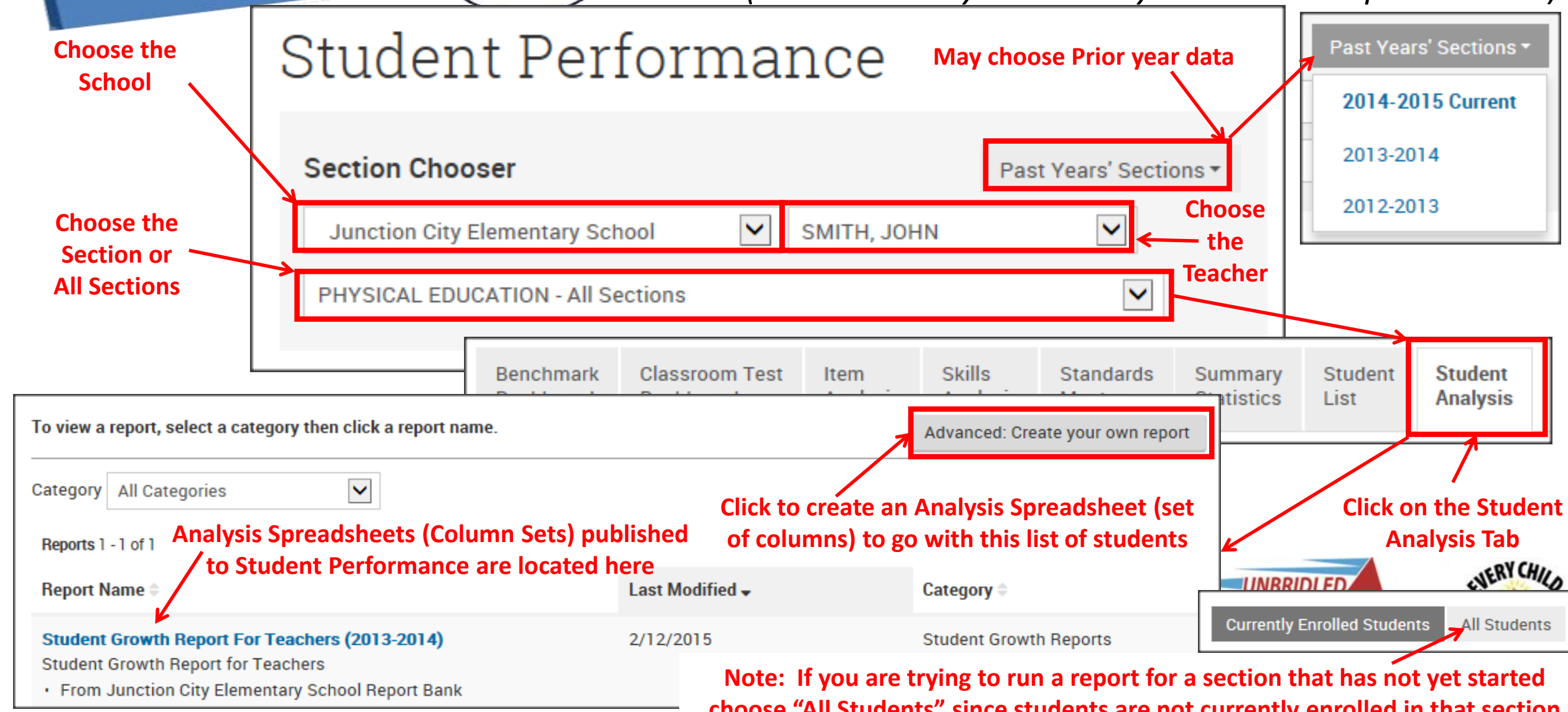

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Student Performance

QUESTIONS ?

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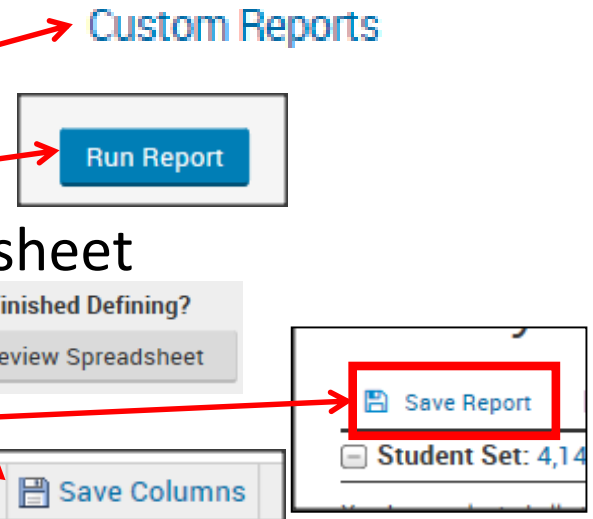
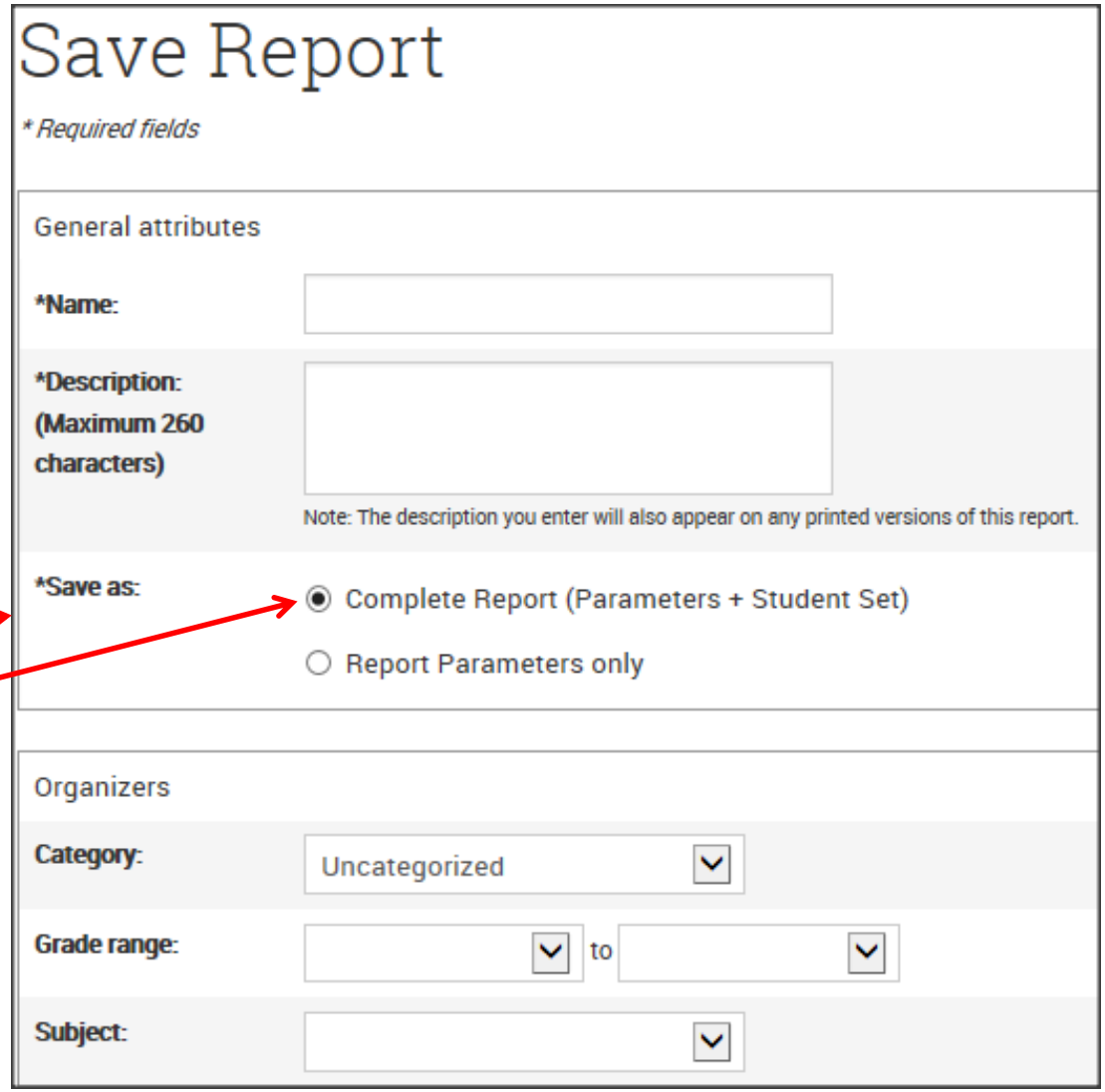
Publishing Reports

Leadership can publish reports to the District or School Bank

Steps to Publishing Reports (To District or School Bank)

1. Create Custom Report
2. Run Report or view Spreadsheet
3. Save Report or Columns
4. Fill out all *Required Fields
5. Choose Complete Report
6. Save Report



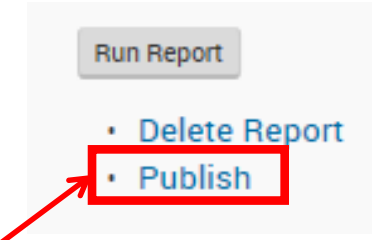


Publishing Reports

Steps to Publishing Reports (To District or School Bank) Cont.

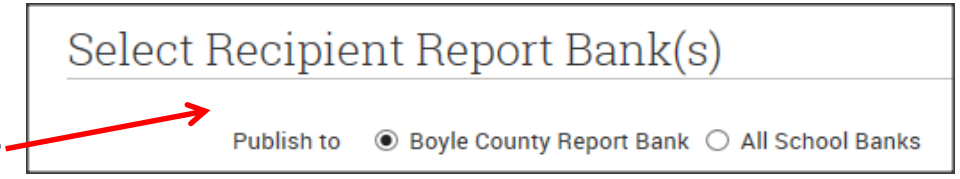
7. Go to Saved Reports

8. Click Publish next to the report you want to publish



You can only publish to 1 bank at a time. If you wish to publish to both, run the report, resave it and publish it to the other bank.

9. Choose to Publish to District (county) or All School Banks



10. Choose the Users you want to have access to the report

11. Publish Report

Remember the following:

Leadership, Specialist & Teachers can view Aggregate & Student Level Data

Analyst can only view Aggregate Data

Improved Schools & Districts

Publishing Reports

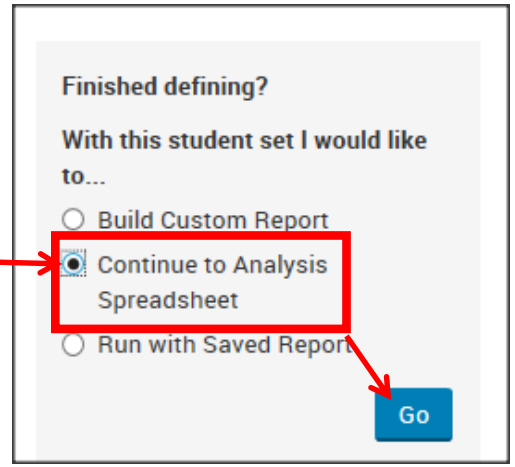
Leadership can publish reports to Student Performance

Steps to Publishing Reports (To Student Performance)

1. Create Custom Report → Custom Reports

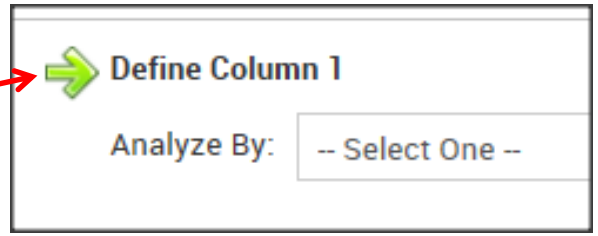
   Click "Define a Student Set", but don't worry about defining it

2. Continue to Analysis Spreadsheet and Click Go

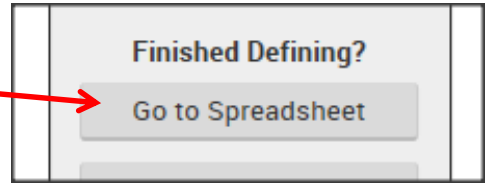


You can only publish Analysis Spreadsheets to Student Performance

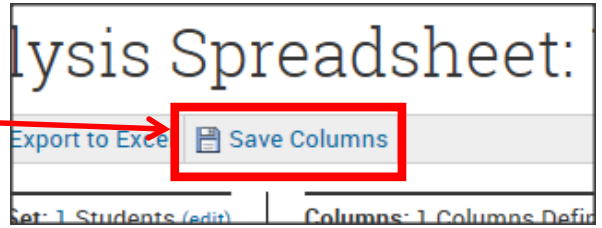
3. Define the Columns



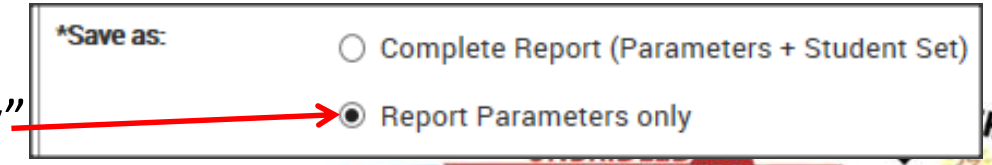
4. Go to Spreadsheet or Preview Spreadsheet



5. Save Columns



6. Fill out all *Required Fields & Choose "Report Parameters Only"



7. Save Report

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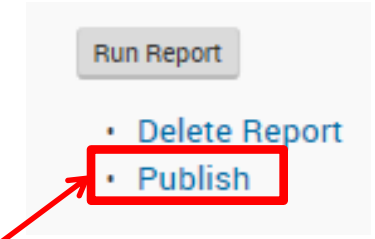
Publishing Reports

Steps to Publishing Reports (To Student Performance) Cont.

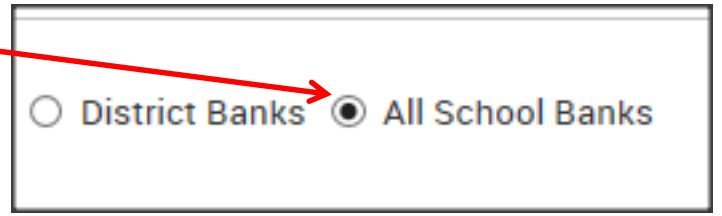
[QRC: Publishing Reports]

8. Go to Saved Reports

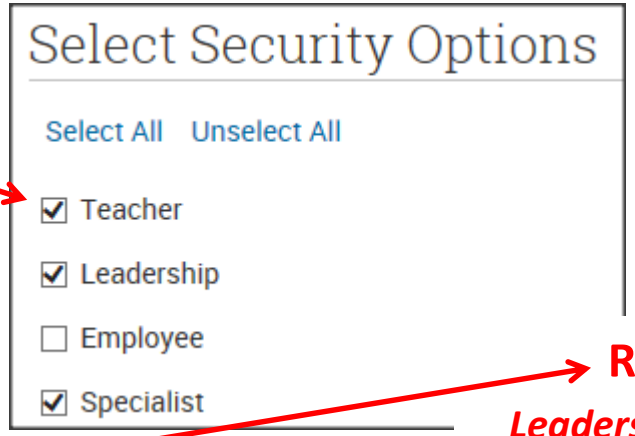
9. Click Publish next to the report you want to publish



10. Choose to Publish to All School Banks



11. Choose Users



12. Click Publish Report

Remember the following:

Leadership, Specialist & Teachers can find and run these reports by going to Student Performance and the Student Analysis Tab

Improved Schools & Districts

Publishing Reports

QUESTIONS ?

College/Career Readiness for All

Improved Schools & Districts

School & District Reports

For **Questions** regarding Running, Creating & Publishing **Reports** in CIITS please contact

KDECIITSMailbox@education.ky.gov

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